



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

FOOD SERVICES SUPERVISOR

Class No. 006405

■ CLASSIFICATION PURPOSE

To supervise the preparation and serving of food in a public institution or installation; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Under general direction, the Food Services Supervisor is responsible for the complete operation of a particular food service unit.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions:

1. Prepares vegetables, salads, beverages, meat, main courses, soups, sauces, and desserts.
2. Bakes bread, rolls, pies, pastries, cakes, and cookies.
3. Cooks according to diet menus.
4. Follows modified diets and apportions quantities appropriately.
5. Checks and operates all equipment used in food preparation and cleaning.
6. Supervises the activities of kitchen staff.
7. Assigns work to subordinate staff.
8. Evaluates work performance.
9. Receives, stores, and signs for food and supplies delivered.
10. Keeps records.
11. Calculates daily food costs.
12. Updates daily meal count.
13. Plans menus.
14. Closes out monthly records.
15. Coordinates and delivers all required training.
16. Supervises Senior Cooks and trustees on each shift (in the Sheriff's Department).
17. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner.

## ■ KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge of:

- Weights and measures used in cooking.
- Safety precautions for kitchen equipment.
- Recipe ingredients and their effect on one another.
- Proper serving size for all food items.
- Recommended storage procedures.
- Standard sanitary practices.
- Special diets.
- Supervisory and training techniques.
- Health department standards for food establishments.
- Related laws, codes, and health and safety regulations.
- Departmental policies and procedures.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Read, write, and follow directions.
- Perform simple mathematical computations including addition, subtraction, division, multiplication, and percentages.
- Keep simple records.
- Cook and bake (in an institutional setting for 100 or more persons/meal).
- Operate and maintain all kitchen equipment.
- Communicate effectively, both orally and in writing.
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: five (5) years of experience as a journey-level cook preparing meals in a large institutional kitchen for 100 or more persons per meal, two (2) of which must have included supervisory-level experience.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, and reaching above and below shoulder level. Stands for prolonged periods on concrete floor. Incumbents use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 50 pounds, and occasionally weighing up to 70 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle. Incumbent filling positions assigned to Probation forestry camps will be required to possess a Class B California driver's license.

### Certification/Registration

None Required.

### Working Conditions

May be assigned to correctional facilities, working with inmates. Positions assigned to the Sheriff's Department supervise the preparation of meals for 400 or more people.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, all candidates will be subject to a thorough background investigation, which may include a psychological, polygraph or other examination or test for those employed to work in a detention facility.

#### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: May 5, 1975**  
**Revised: January 13, 1988**  
**Reviewed: Spring 2003**  
**Revised: June 10, 2004**  
**Revised: March 31, 2006**

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Food Services Supervisor (Class No. 006405)

Union Code: MM

Variable Entry: Y